U.S. Department of Education
Student Financial Assistance (SFA)
Modernization Partner Program
Task Order 65 Electronic Master Promissory Note (eMPN)

Project Management/Integration Support Report – April 2001

Purpose of Project Management/Integration Support Report

The report summarizes our weekly accomplishments and any project or contract issues that occurred during the month of April. Attached you will also find the artifacts that reflect our project management support for the E-Sign Mad Dog during the time period of this report.

TO 65 Work Description

SFA is enhancing its systems to support electronic signature of electronic promissory notes. The electronic promissory note initiative will implement SFA published standards for documents collected by SFA. A number of SFA systems will be potentially impacted by these new standards and include the PIN SITE (CPS), Direct Loan Origination System (DLOS), Direct Loan Consolidation System (DLCS), Direct Loan Servicing System (DLSS) and the Debt Collection System (DCS). SFA is seeking Modernization Partner support specifically to integrate technical architecture, coordinate with other initiatives and coordinate the security certification acceptance. SFA intends to support its work on an eMPN by creating and executing project plans to develop, test, accredit and deliver paperless promissory note applications using the SFA PIN Site for user authentication. Previous work defined requirements and developed a business case for submission to the IRB, which was approved.

TO 65 Scope

This task will create and support the project management, security documentation and integration to support the eMPN process system design efforts. The scope includes the planning aspects associated with the eMPN security certification and the associated risk assessment, corrective action plan, security plan and accreditation letter (identifying the risks). Implementation of the security plan is not within the scope of this task order. The scope of this task order also includes project management support including analysis related to the business case for additional data, as requested; this analysis is dependent upon receiving the data from system owners. The scope also includes providing suggestions for FFELP revenue projection; the implementation of the suggestions is not within the scope of this task order.

Weekly Accomplishments

Week ending 4/6/01
- Prepared Technical Review of electronic promissory note process submitted from the FFEL community for a meeting on 4/5/01. This review helped lead to a decision on what architecture to use for the eMPN pin validation.

- Conducted interviews for Cost Benefit Analysis
- Collected specific line item costs for SFA PIN site which were lower than originally anticipated
- Researched e-sign commercial examples
- Created project plan for documentation effort
- Completed E-Sign portion of briefing book for Greg Woods
- Summarized the full proprietary PIN authentication system for OGC
- Updated and consolidated Project Plan for the eMPN Project
- Began evaluation of Security Plan documentation for Certification & Accreditation. (C&A)
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Attended and drafted minutes for FFEL Community SFA Pin Site discussion
- Collected System Security Plans for systems affected by the eMPN Site

Week ending 4/13/01
- Prepared status report on Cost Benefit Analysis data collection efforts
- Conducted interviews for Cost Benefit Analysis.
- Evaluated existing invoices for cost benefit line item details for processes that will be reduced/eliminated by eMPN application
- Finished initial draft flow charts of processes for CBA report
- Helped prepare E-Sign presentation for CIO all-hands meeting
- Evaluated system security plans for two SFA sites. Discoved that SFA PIN Site has no security plan in place.
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Updated and consolidated Project Plan for the eMPN Project
- Attended and drafted minutes for weekly Mad Dog Update meeting

Week ending 4/20/01
- Conducted interviews for Cost Benefit Analysis
- Evaluated existing invoices for cost benefit line item details for processes that will be reduced/eliminated by eMPN application
- Updated and consolidated Project Plan for the eMPN Project.
- Continued evaluation of Security Plan documentation for Certification & Accreditation. (C&A)
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Drafted flow charts for Cost Benefit Analysis of eMPN processes
- Attended VDC meeting and completed participation with VDC
- Briefed Innovations personnel on progress of C&A and eMPN project

Week ending 4/27/01
- Conducted interviews on flowcharts for Cost Benefit Analysis
- Helped finalize presentation for IRB Mad Dog funds return
- Updated and consolidated Project Plan for the eMPN Project

- Continued evaluation of Security Plan documentation for Certification & Accreditation
- Briefed EAI Architecture Team on eMPN status
- Attended and drafted minutes for weekly Mad Dog Update meeting
- Drafted flow charts for Cost Benefit Analysis of eMPN processes
- Attended and participated in requirements discussions between OGC and DLOS managers
- Briefed Innovations personnel on progress of C&A and eMPN project

Project Issues

Issue: Business units aren't responding to our CBA data collection efforts.
Status: Open. Redefined approach to collect and analyze invoices, create business process flows, then recontact business units to collect and validate the data. Approach change based on cost/benefit diagram flows Greg Woods liked for FAFSA On-the-Web. This redefined approach reverts back to the process flow approach we initially wanted to take.

Contract Issues

Issue: Working under Authority to Proceed (ATP).
Status: Await final contract from Mod Partner.